



HUMAN RESOURCES & RISK MANAGEMENT DEPT.
205 LAWRENCE STREET, MARIETTA, GA 30061
AN EQUAL OPPORTUNITY EMPLOYER
24-HOUR JOB LINE (770) 794-5571
Web Site: www.mariettaga.gov

EMPLOYMENT OPPORTUNITY

JOB TITLE: ASSISTANT PUBLIC WORKS DIRECTOR/ CITY ENGINEER JOB NUMBER: 16-24

DEPARTMENT: PUBLIC WORKS

SALARY RANGE: Pay Grade 125 (Exempt)

Hiring Range: \$74,156 to \$89,327 annually*

This is a senior level managerial position that works under the general supervision of the Public Works Director and is responsible for the management of the Engineering Division. This position provides senior engineering advisement on planning, development and infrastructure improvement projects. Additionally, provides general supervisory support to the Public Works Department.

ESSENTIAL JOB FUNCTIONS:

1. Plans, manages, and directs the daily activities of Engineering Division of the Public Works Department.
2. Responsible for NPDES Storm Water Management Program including monitoring, sampling, public education, and enforcement activities.
3. Responsible for implementation and enforcement of the Stream Buffer Protection, Flood Plain Management/Flood Damage Prevention, Soil Erosion Sediment and Pollution Control, Post Development Storm water Management, and Illicit Discharge Elimination ordinances within the City.
4. Oversees reviews and approves engineering plans for private development activities in the City.
5. Works with engineers, architects, developers and builders on design, approval and construction of private developments.
6. Works with Planning, Zoning, Fire, Water and Sewer, and other departments to review and approve private development plans.
7. Supervises and directs the work of subordinate staff and ensures that qualified personnel are hired and perform quality work.
8. Monitors productivity and workflow of the division and resolves situations to ensure goals and objectives are achieved.
9. Receives and responds to citizen complaints and inquiries regarding related matters.
10. Investigates, updates, and reports on engineering related matters to City Council.
11. Prepares annual division operating and capital budget requests submitted to the Public Works Director and responsible for operating within budget limits established for the division.
12. Regularly corresponds with other governmental agencies such as ARC, Cobb DOT, EPD, FHWA, GDOT, and USCOE.
13. Submits applications to other governmental agencies as required for infrastructure improvement projects.
14. Evaluates, implements, and manages infrastructure improvement projects such as roadway, sidewalk, and storm drainage projects. Related responsibilities include, but are not limited to concept development, cost estimating, design, right of way acquisition, and construction administration.



**CITY OF MARIETTA
MARIETTA POWER &
MARIETTA WATER**



JOB TITLE: ASSISTANT PUBLIC WORKS DIRECTOR/CITY ENGINEER JOB NUMBER: 16-24
ESSENTIAL JOB FUNCTIONS (continued):

15. Reviews and manages consultant contracts for engineering, construction, right of way acquisition, and other contracts. Prepares bid specifications and reviews contracts for engineering and construction projects.
16. Maintains an accurate budget and tracking of expenses across multiple projects.
17. Reviews and approves payment to roadway construction contractors and other project related vendors.
18. Checks legal descriptions for properties and easements acquired for the city.

QUALIFICATIONS:

- A Bachelor degree in Civil Engineering or a related field from an accredited college or university.
- A minimum of 6 years' experience in municipal civil engineering, with at least 3 years of personnel management experience.
- Professional Civil Engineering Registration preferred at time of hire; if registered in another state, must obtain Georgia certification within working test period. Consideration may be given to applicants with an Engineer In Training (EIT) certification with at least 8 years of experience.
- Knowledge and skill using MS Office Suite, including Word, Excel, and Outlook, as well as AutoCAD and ARC View/ARC Info software.
- Knowledge of codes and ordinances of the city, including development of related codes such as Stream Buffer Protection, Flood Plain Management/Flood Damage Prevention, Soil Erosion Sediment and Pollution Control, Post Development Stormwater Management, Illicit Discharge Elimination, and others as may be needed.
- Knowledge of state and federal regulations applicable to a municipal public works environment.
- Ability to learn and enforce city policies and procedures.
- Must have good management skills to include the ability to supervise a combination of professional, technical, and clerical staff.
- Ability to plan and organize staffing and construction schedules.
- Ability to effectively communicate, both verbally and in writing, including dealing with citizen complaints and making various presentations.
- A valid Georgia driver's license and a satisfactory seven-year driving history, to include no DUI's within the last five years. Drug screen and criminal/credit background check at time of hire required.

REQUIREMENTS: VALID GEORGIA DRIVER'S LICENSE. SATISFACTORY SEVEN-YEAR DRIVING HISTORY, TO INCLUDE NO DUI'S IN THE LAST FIVE YEARS. DRUG SCREEN. CRIMINAL AND CREDIT BACKGROUND CHECK AT TIME OF HIRE. SUCCESSFUL COMPLETION OF A SIX-MONTH WORKING TEST PERIOD.

Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.

CLOSING DATE: APRIL 5, 2016



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